

***Financial Report***

***(Compiled)***

***Lafourche Parish Tourist Commission***

***Raceland, Louisiana***

***December 31, 2002***

# **TABLE OF CONTENTS**

## **Lafourche Parish Tourist Commission**

December 31, 2002

	<b><u>Exhibits</u></b>	<b><u>Page Number</u></b>
<b>Introductory Section</b>		
Title Page		i
Table of Contents		ii - iii
<b>Financial Section</b>		
Accountant's Compilation Report		1
Combined Balance Sheet - Governmental Fund Types and Account Group	A	2
Combined Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Fund Types	B	3 - 4
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - Governmental Fund Type - General Fund	C	5
Notes to Financial Statements	D	6 - 13
	<b><u>Schedules</u></b>	
<b>Supplementary Information Section</b>		
Schedule of Revenues and Expenditures for the Years Ended December 31, 2002, 2001 and 2000	1	14
Graph of Revenues for the Years Ended December 31, 2002, 2001 and 2000	2	15
Graph of Expenditures for the Years Ended December 31, 2002, 2001 and 2000	3	16

**TABLE OF CONTENTS**  
**(Continued)**

	<b><u>Page Number</u></b>
<b>Special Report of Certified Public Accountants</b>	
Independent Accountant's Report on Applying Agreed-Upon Procedures	17 - 20
<b>Report by Management</b>	
Louisiana Attestation Questionnaire Management's Assertion	21 - 22

## **FINANCIAL SECTION**



Bourgeois Bennett

## ACCOUNTANT'S COMPILATION REPORT

To the Board of Commissioners,  
Lafourche Parish Tourist Commission,  
Raceland, Louisiana.

We have compiled the accompanying general-purpose financial statements of the Lafourche Parish Tourist Commission, a component unit of the Lafourche Parish Council, as of and for the year ended December 31, 2002, as listed in the table of contents, and accompanying supplemental information contained in Schedules 1, 2 and 3, which are presented only for supplementary analysis purpose, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements and supplementary schedules information that is the representation of management of the Lafourche Parish Tourist Commission. We have not audited or reviewed the accompanying financial statements and supplementary schedules and, accordingly, do not express an opinion or any other form of assurance on them.

In accordance with the Louisiana Governmental Audit Guide and the provisions of state law, we have issued a report dated February 13, 2003, on the results of our agreed-upon procedures.

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants.

Thibodaux, Louisiana,  
February 13, 2003.

**COMBINED BALANCE SHEET -**  
**GOVERNMENTAL FUND TYPES AND ACCOUNT GROUP**

**Lafourche Parish Tourist Commission**

December 31, 2002

(See Accountant's Compilation Report)

	<u>Governmental Fund Types</u>		<u>Account Group</u>	<u>Total</u>
	<u>General</u>	<u>Debt Service</u>	<u>General Fixed Assets</u>	<u>(Memorandum Only)</u>
<b>ASSETS</b>				
<b>Assets</b>				
Cash	\$ 15,803	\$ -	\$ -	\$ 15,803
Investments	127,677	-	-	127,677
Due from other governmental units	35,190	-	-	35,190
Other assets	50	-	-	50
Fixed assets	-	-	428,720	428,720
Total assets	<u>\$ 178,720</u>	<u>\$ -</u>	<u>\$ 428,720</u>	<u>\$ 607,440</u>
<b>LIABILITIES, EQUITY AND OTHER CREDITS</b>				
<b>Liabilities</b>				
Accounts payable and accrued expenditures	<u>\$ 9,086</u>			<u>\$ 9,086</u>
<b>Equity and Other Credits</b>				
Investments in general fixed assets	-	\$ -	\$ 428,720	428,720
Fund balance - unreserved	<u>169,634</u>	<u>-</u>	<u>-</u>	<u>169,634</u>
Total equity and other credits	<u>169,634</u>	<u>-</u>	<u>428,720</u>	<u>598,354</u>
Total liabilities, equity and other credits	<u>\$ 178,720</u>	<u>\$ -</u>	<u>\$ 428,720</u>	<u>\$ 607,440</u>

See notes to financial statements.

**COMBINED STATEMENT OF REVENUES, EXPENDITURES**  
**AND CHANGES IN FUND BALANCES -**  
**GOVERNMENTAL FUND TYPES**

**Lafourche Parish Tourist Commission**

For the year ended December 31, 2002

(See Accountant's Compilation Report)

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total (Memorandum Only)</u>
<b>Revenues</b>			
Taxes - hotel/motel:			
Parish	\$ 121,127	\$ -	\$ 121,127
State	87,983	-	87,983
Miscellaneous:			
Interest	2,611	21	2,632
Other	<u>203</u>	<u>-</u>	<u>203</u>
Total revenues	<u>211,924</u>	<u>21</u>	<u>211,945</u>
<b>Expenditures</b>			
Current:			
Economic Development and Assistance:			
Personal services	83,952		83,952
Supplies and materials	15,522		15,522
Other services and charges	95,354		95,354
Repairs and maintenance	<u>6,483</u>		<u>6,483</u>
Total economic development and assistance	<u>201,311</u>		<u>201,311</u>
Debt service:			
Principal		23,659	23,659
Interest		<u>1,966</u>	<u>1,966</u>
Total debt service		<u>25,625</u>	<u>25,625</u>
Total expenditures	<u>201,311</u>	<u>25,625</u>	<u>226,936</u>
Excess (deficiency) of revenues over expenditures (carry forward)	10,613	(25,604)	(14,991)

**Exhibit B  
(Continued)**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total (Memorandum Only)</u>
Excess (deficiency) of revenues over expenditures (brought forward)	<u>10,613</u>	<u>(25,604)</u>	<u>(14,991)</u>
<b>Other Financing Sources (Uses)</b>			
Operating transfers in	-	12,054	12,054
Operating transfers out	<u>(12,054)</u>	<u>-</u>	<u>(12,054)</u>
Total other financing sources (uses)	<u>(12,054)</u>	<u>12,054</u>	<u>-</u>
<b>Deficiency of Revenues and Other Sources Over Expenditures and Other Uses</b>	(1,441)	(13,550)	(14,991)
<b>Fund Balances</b>			
Beginning of year	<u>171,075</u>	<u>13,550</u>	<u>184,625</u>
End of year	<u>\$ 169,634</u>	<u>\$ -</u>	<u>\$ 169,634</u>

See notes to financial statements.



**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN**  
**FUND BALANCE - BUDGET AND ACTUAL -**  
**GOVERNMENTAL FUND TYPE - GENERAL FUND**

**Lafourche Parish Tourist Commission**

For the year December 31, 2002

(See Accountant's Compilation Report)

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>Revenues</b>			
Taxes - hotel/motel:			
Parish	\$ 117,000	\$ 121,127	\$ 4,127
State	86,000	87,983	1,983
Miscellaneous:			
Interest	1,200	2,611	1,411
Other	500	203	(297)
Total revenues	<u>204,700</u>	<u>211,924</u>	<u>7,224</u>
<b>Expenditures</b>			
Current:			
Economic Development and Assistance:			
Personal services	88,300	83,952	4,348
Supplies and materials	13,000	15,522	(2,522)
Other services and charges	100,250	95,354	4,896
Repairs and maintenance	6,500	6,483	17
Capital expenditures	2,000	-	2,000
Total expenditures	<u>210,050</u>	<u>201,311</u>	<u>8,739</u>
Excess (deficiency) of revenues over expenditures	(5,350)	10,613	15,963
<b>Other Financing Uses</b>			
Operating transfers out	<u>(13,140)</u>	<u>(12,054)</u>	<u>1,086</u>
<b>Deficiency of Revenues Over Expenditures and Other Uses</b>	(18,490)	(1,441)	17,049
<b>Fund Balance</b>			
Beginning of year	<u>171,075</u>	<u>171,075</u>	<u>-</u>
End of year	<u>\$ 152,585</u>	<u>\$ 169,634</u>	<u>\$ 17,049</u>

See notes to financial statements.

## **NOTES TO FINANCIAL STATEMENTS**

### **Lafourche Parish Tourist Commission**

December 31, 2002

(See Accountant's Compilation Report)

#### **Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Lafourche Parish Tourist Commission (the Commission) conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The following is a summary of significant accounting policies:

##### **a) Reporting Entity**

The Commission is a component unit of the Lafourche Parish Council.

The Commission has reviewed all of its activities and determined that there are no potential component units which should be included in its financial statements.

##### **b) Fund Accounting**

The Commission uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts. An account group, on the other hand, is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**b) Fund Accounting (Continued)**

**Governmental Funds**

Governmental Funds are those through which most governmental functions of the Commission are financed. The acquisition, use and balances of the Commission's expendable financial resources and the related liabilities are accounted for through Governmental Funds. The measurement focus is upon determination of changes in financial position, rather than upon net income determination. The following are the Governmental Funds of the Commission:

**General Fund** - The General Fund is the general operating fund of the Commission. It is used to account for all financial resources except those that are required to be accounted for in another fund.

**Debt Service Fund** - The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

**Account Group**

Account groups are used to establish accounting control and accountability. The Commission's Account Group is as follows:

**General Fixed Assets Account Group** - This account group is used to account for fixed assets not accounted for in proprietary or trust funds.

**c) Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**c) Basis of Accounting (Continued)**

All Governmental Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available as net current assets. Hotel/motel sales and use taxes are considered "measurable" when in the hands of the merchants and are recognized as revenue at that time. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For this purpose, the Commission considers revenues to be available if they are collected within the 60 days of the end of the current fiscal year. Miscellaneous revenues are recorded as revenues when received in cash by the Commission because they are generally not measurable until actually received.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recognized when due.

**d) Use of Estimates**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**e) Operating Budgetary Data**

As required by Louisiana Revised Statute 39:1303, the Board of Commissioners (the Board) adopted a budget for the Commission's General Fund. The Board, as allowed by state law, does not obtain public participation in the budget process. Any amendment involving the transfer of monies from one function to another or increases in expenditures must be approved by the Board. The Commission amended its budget once during the year. All budgeted amounts which are not expended, or obligated through contracts, lapse at year end.

The General Fund budget is adopted on a basis materially consistent with GAAP.

**Note 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**f) Accounts Receivable**

The financial statements for the Commission contain no allowance for uncollectible accounts. Uncollectible amounts due for taxes and other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable. These amounts are not considered to be material in relation to the financial position or operations of the funds.

**g) Investments**

Investments are stated at cost, which approximates market.

**h) Fixed Assets**

Fixed assets used in governmental fund type operations are accounted for in the General Fixed Assets Account Group, rather than in governmental funds. The Account Group is not a fund. It is concerned only with the measurement of financial position. It is not involved with the measurement of results of operations.

Public domain ("infrastructure") fixed assets consisting of certain improvements other than buildings, including roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems, are not capitalized along with other fixed assets. No depreciation has been provided on fixed assets.

Substantially all fixed assets are valued at historical cost.

**i) Vacation and Sick Leave**

The Commission has no written policy on vacation and sick leave in place, accordingly there is no liability for accumulated unused vacation and sick leave.

**j) Encumbrances**

Encumbrance accounting, under which purchase orders, contracts and other commitments are recorded in the fund general ledgers, is not utilized by the Commission.

**k) Memorandum Only-Total Columns**

The total columns on the general-purpose financial statements are captioned "Memorandum Only" because they do not represent consolidated financial information and are presented only to facilitate financial analysis. The columns do not present information that reflects financial position or results of operations in accordance with generally accepted accounting principles. Interfund eliminations have not been made in the aggregation of this data.

**Note 2 - DEPOSITS AND INVESTMENTS**

Louisiana state law allows all political subdivisions to invest excess funds in obligations of the United States, certificates of deposit of any bank domiciled or having a branch office in the State of Louisiana or any other federally insured investment.

**Deposits:**

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and the market value of securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision or with an unaffiliated bank or trust company for the account of the political subdivision. In accordance with state law all cash and deposits were collateralized.

Cash and deposits are categorized into three categories of credit risk.

Category 1 includes deposits covered by federal depository insurance or by collateral held by the Commission or its agent in the Commission's name.

Category 2 includes deposits covered by collateral held by the pledging financial institution's trust department or its agent in the Commission's name.

Category 3 includes deposits covered by collateral held by the pledging financial institution or its trust department or agent but not in the Commission's name and deposits which are uninsured or uncollateralized.

The year-end bank balances are as follows:

	Bank Balances			
	Category			Book
	1	2	3	Balance
Cash	\$19,671	\$ -	\$ -	\$15,803
Investments:				
Certificates of deposit	<u>20,000</u>	<u>-</u>	<u>-</u>	<u>20,000</u>
Totals	<u>\$39,671</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$35,803</u>



**Note 2 - DEPOSITS AND INVESTMENTS (Continued)**

At December 31, 2002, cash and certificates of deposit were not in excess of the FDIC insurance.

**Investments:**

The Commission's investments are categorized to give an indication of the level of risk assumed by the entity at year-end.

Category 1 includes investments that are insured or registered or for which the securities are held by the Commission or its agent in the Commission's name.

Category 2 includes uninsured and unregistered investments for which the securities are held by the counterparty's trust department or agent in the Commission's name.

Category 3 includes uninsured and unregistered investments for which the securities are held by the counterparty or by its trust department or agent, but not in the Commission's name.

Investments held at December 31, 2002 consist of \$107,677 in the Louisiana Asset Management Pool (LAMP), a local government investment pool. In accordance with GASB Codification Section 150.126, the investment in LAMP at December 31, 2002 is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed or backed by the U.S. Treasury, the U.S. Government or one of its agencies, enterprises or instrumentalities, as well as repurchase agreements collateralized by those securities.

**Note 2 - DEPOSITS AND INVESTMENTS (Continued)**

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows all municipalities, parishes, school boards and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based on quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

A reconciliation of deposits and investments as shown on the Combined Balance Sheet is as follows:

Carrying amount of deposits	\$ 35,803
Carrying amount of investments	<u>107,677</u>
 Total	 <u>\$143,480</u>
 Cash	 \$ 15,803
Investments	<u>127,677</u>
 Total	 <u>\$143,480</u>



**Note 3 - DUE FROM OTHER GOVERNMENTAL UNITS**

Amounts due from other governmental units at December 31, 2002 for Hotel/Motel taxes consisted of the following:

State of Louisiana	\$20,102
Lafourche Parish School Board	<u>15,088</u>
Total	<u>\$35,190</u>

**Note 4 - CHANGES IN FIXED ASSETS**

No changes in fixed assets occurred during the year ended December 31, 2002 and the balances at December 31, 2002 were as follows:

	<u>Buildings</u>	<u>Office Furniture and Equipment</u>	<u>Total</u>
Balance, December 31, 2002	<u>\$385,367</u>	<u>\$43,353</u>	<u>\$428,720</u>

**Note 5 - CHANGES IN LONG-TERM DEBT**

During 1993, the Commission issued \$100,000 of Certificates of Indebtedness bearing interest at a rate of 5.00% which is payable through March 1, 2003 primarily from excess reserves accumulated in prior years. During the year ended December 31, 2002, the Commission paid the entire principle balance due on the certificates, accordingly, all long-term debt was extinguished at December 31, 2002.

**Note 6 - RISK MANAGEMENT**

The Commission is exposed to various risks of loss related to workers' compensation; torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Commission carries commercial insurance. No settlements were made during the year that exceeded the Commission's insurance coverage.

**Note 7 - COMPENSATION OF BOARD MEMBERS**

As set forth in the Commission's by-laws, the Board serves without compensation.

## **SUPPLEMENTARY INFORMATION SECTION**

**SCHEDULE OF REVENUES AND EXPENDITURES****Lafourche Parish Tourist Commission**

For the years ended December 31, 2002, 2001 and 2000

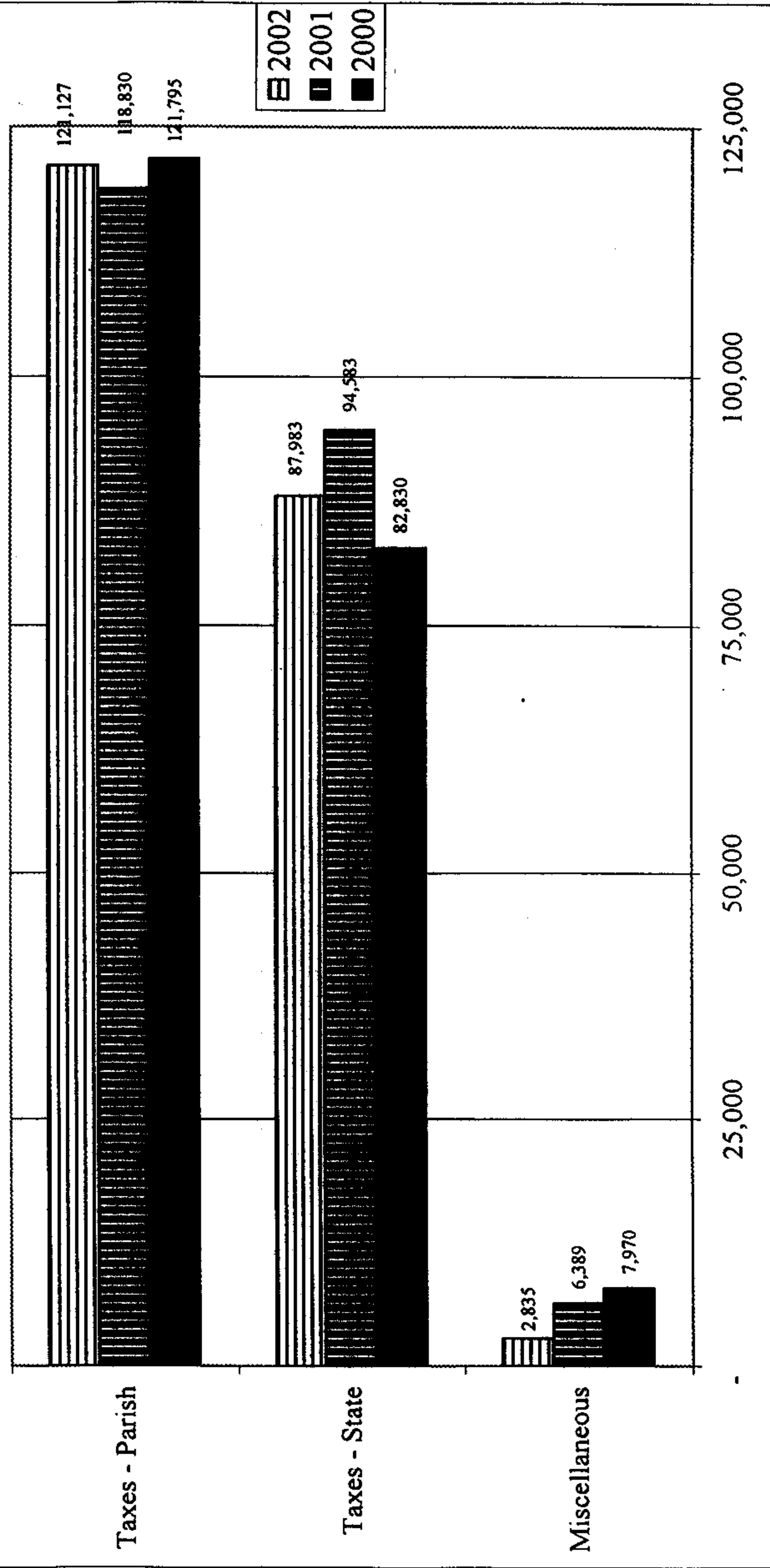
(See Accountant's Compilation Report)

	<u>2002</u>	<u>2001</u>	<u>2000</u>
<b>Revenues</b>			
Taxes - Parish	\$ 121,127	\$ 118,830	\$ 121,795
Taxes - State	87,983	94,583	82,830
Miscellaneous	<u>2,835</u>	<u>6,389</u>	<u>7,970</u>
Total revenues	<u>\$ 211,945</u>	<u>\$ 219,802</u>	<u>\$ 212,595</u>
<b>Expenditures</b>			
Personal services	\$ 83,952	\$ 83,378	\$ 83,476
Supplies and materials	15,522	13,249	9,327
Other services and charges	95,354	108,310	76,711
Repairs and maintenance	6,483	7,870	6,361
Capital expenditures	-	6,835	6,763
Debt service	<u>25,625</u>	<u>13,550</u>	<u>13,125</u>
Total expenditures	<u>\$ 226,936</u>	<u>\$ 233,192</u>	<u>\$ 195,763</u>

**REVENUES****Lafourche Parish Tourist Commission**

For the years ended December 31, 2002, 2001 and 2000

(See Accountant's Compilation Report)

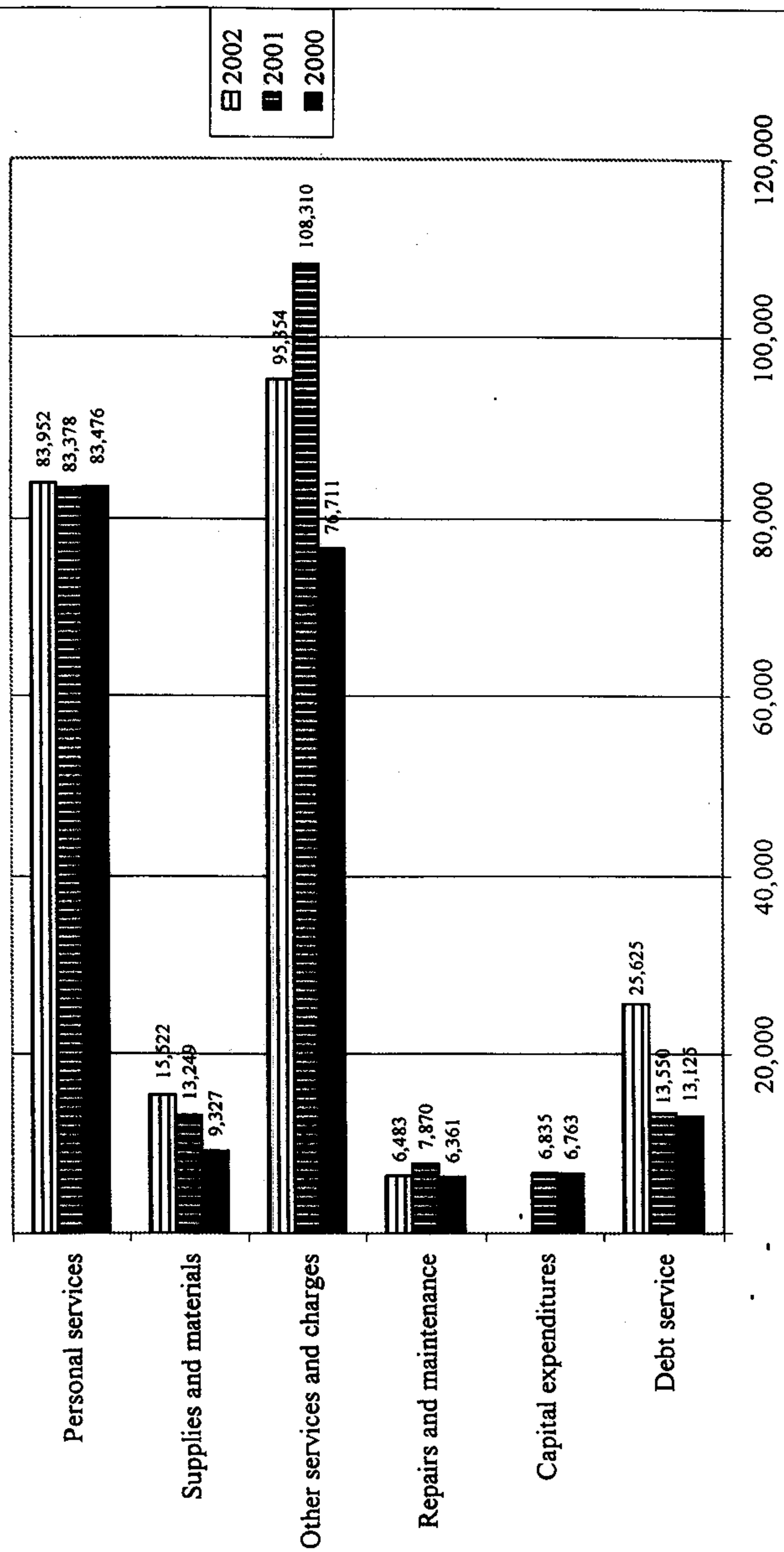


EXPENDITURES

## Lafourche Parish Tourist Commission

For the years ended December 31, 2002, 2001 and 2000

(See Accountant's Compilation Report)



**SPECIAL REPORT OF CERTIFIED PUBLIC ACCOUNTANTS**



Bourgeois Bennett

**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

To the Board of Commissioners,  
Lafourche Parish Tourist Commission,  
Raceland, Louisiana.

We have performed the procedures included in the Louisiana Government Audit Guide and enumerated below, which were agreed to by the management of the Lafourche Parish Tourist Commission (the Commission) and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about the Commission's compliance with certain laws and regulations during the year ended December 31, 2002 included in the accompanying Louisiana Attestation Questionnaire. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

**Public Bid Law**

1. Select all expenditures made during the year for material and supplies exceeding \$15,000, or public works exceeding \$100,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

No expenditures were made for materials and supplies exceeding \$15,000 or public works exceeding \$100,000.

**Code of Ethics for Public Officials and Public Employees**

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

### **Code of Ethics for Public Officials and Public Employees (Continued)**

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management appeared on the list provided by management in agreed-upon procedure (2).

### **Budgeting**

5. Obtain a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original and amended budget.

6. Trace the budget adoption and amendments to the minute book.

We traced the adoption of the original and the amended budget to the minutes of meetings held on December 4, 2001 and December 3, 2002, respectively, which indicated that the budgets had been adopted by the commissioners of the Lafourche Parish Tourist Commission unanimously.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5% or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues and expenditures for the year did not exceed budgeted amounts by more than 5%.

### **Accounting and Reporting**

8. Randomly select six disbursements made during the period under examination and:

- a) trace payments to supporting documentation as to proper amount and payee;



### Accounting and Reporting (Continued)

#### 8. a) (Continued)

We examined supporting documentation for each of the six selected disbursements and found that the payments were for the proper amount and made to the correct payee.

#### b) determine if payments were properly coded to the correct fund and general ledger account; and

All six payments were properly coded to the correct fund and general ledger account.

#### c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approvals from the Executive Director and a member of the Board of Commissioners. In addition, each of the disbursements were included in the Commission's monthly budget reports which were approved by the full commission.

### Meetings

#### 9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The Commission is only required to post a notice of each meeting and the accompanying agenda on the door of the Commission's office building. Management has asserted that such documents were properly posted.

### Debt

#### 10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds or like indebtedness.

We inspected copies of all bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds or like indebtedness.

### Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advances or gifts.

A reading of minutes of the Commission for the year indicated no approval for the payments noted. We also inspected payroll records for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances or gifts.

Our prior year report, dated April 9, 2002, did not include any comments or unresolved matters.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of the Commission and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Bougeois Bennett, L.L.C.*

Certified Public Accountants

Thibodaux, Louisiana,  
February 13, 2003.

**REPORT BY MANAGEMENT**

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Government)**

\_\_\_\_ (Date Transmitted)

\_\_\_\_ Lafourche Parish Tourist Commission \_\_\_\_\_  
\_\_\_\_ P. O. Box 340 \_\_\_\_\_  
\_\_\_\_ Raceland, LA 70394 \_\_\_\_\_  
\_\_\_\_ Bourgeois Bennett, LLC, P. O. Box 2168, Houma, (Auditors) \_\_\_\_\_  
\_\_\_\_ LA 70361 \_\_\_\_\_

In connection with your compilation of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

**Public Bid Law**

It is true that we have complied with the public bid law, LSA-RS Title 38:2212, and, where applicable, the regulations of the Division of Administration, State Purchasing Office..

Yes ☒ No ☐

**Code of Ethics for Public Officials and Public Employees**

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of LSA-RS 42:1101-1124.

Yes ☒ No ☐

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of LSA-RS 42:1119.

Yes ☒ No ☐

**Budgeting**

We have complied with the state budgeting requirements of the Local Government Budget Act (LSA-RS 39:1301-14) or the budget requirements of LSA-RS 39:34.

Yes ☒ No ☐

**Accounting and Reporting**

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by LSA-RS 44:1, 44:7, 44:31, and 44:36.

Yes ☒ No ☐

We have filed our annual financial statements in accordance with LSA-RS 24:514, 33:463, and/or 39:92, as applicable.

Yes ☒ No ☐

We have had our financial statements audited or compiled in accordance with LSA-RS 24:513.  
Yes ☒ No ☐

#### Meetings

We have complied with the provisions of the Open Meetings Law, provided in RS 42:1 through 42:12.

Yes ☒ No ☐

#### Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and LSA-RS 39:1410.60-1410.65.

Yes ☒ No ☐

#### Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, LSA-RS 14:138, and AG opinion 79-729.

Yes ☒ No ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance which may occur subsequent to the issuance of your report.

<u>Maurice L. Barker</u>	Secretary	<u>2-04-03</u>	Date
<u>Maurice L. Barker</u>	Treasurer	<u>2-04-03</u>	Date
<u>J. Adams</u>	President	<u>2/4/03</u>	Date